

MSHP
POLICY AND
PROCEDURES MANUAL

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Introduction to MSHP Procedure Manual

A. Preface

The Procedure manual, an ongoing project of the Mississippi Society of Health-System Pharmacists Strategic Planning Committee has been designed to aid Society officers, staff and volunteers in their roles. It includes an overview of MSHP as an organization, position descriptions for the Board of Directors and officers as well as responsibilities of the various committees and councils.

Written procedures have been developed to provide consistency and continuity from year to year as different individuals are involved in leadership roles within MSHP. Feedback from officers and committees will be used to update procedures when necessary to reflect the current needs of our organization. This manual should be passed on to your successor at the end of your term along with your end of year report.

B. Overview of MSHP Society

The Mississippi Society of Health-Systems Pharmacists (MSHP) is a professional society of pharmacists and related personnel practicing in organized healthcare settings. Founded in 1953, the MSHP Society has over 300 members. MSHP is a state affiliate of ASHP (American Society of Health-System Pharmacists). MSHP has 3 districts throughout the state to facilitate member involvement on a local level. A Board of Directors governs MSHP. The 11-member board is comprised of elected officers and 3 regional Vice Presidents as well as 1 representative each from the Board of Pharmacy, Ole Miss School of Pharmacy, and Mississippi Pharmacists Association.

Affiliation Relationships

POLICY

The Mississippi Society of Health-System Pharmacists shall maintain affiliation arrangements with the American Society of Health-System Pharmacists (ASHP).

A. American Society of Health-System Pharmacists

1. MSHP is recognized as an affiliated state chapter of ASHP and shall promote the standards and policies of ASHP within Mississippi.
2. All proposed amendments to the MSHP Charter or Bylaws must be approved by ASHP prior to being submitted to the membership to assure that changes are not in conflict with ASHP.
3. MSHP may use the insignia of ASHP and note its affiliation with the national organization subject to any conditions approved by the ASHP Board of Directors. However, MSHP may not publicize or convey any policy in the name of American Society of Health-System Pharmacists that has not been officially adopted by ASHP.
4. MSHP shall administer the election of voting state delegates to the ASHP House of Delegates and may submit nominations for ASHP elections and appointments.
5. A variety of ASHP staff members serve as a resource for state chapter officers and committee chairs. ASHP staff members will attend or participate in MSHP meetings upon invitation, within budget constraints. Key contacts are:

Membership and Affiliate Relations	(301) 657-3000, ext. 1344
Pharmacy Student Forum	(301) 657-3000, ext. 1439
Professional Practice & Scientific Affairs	(301) 657-3000, ext. 1283
Public Relations	(301) 657-3000, ext. 1203
Educational Services Division	(301) 657-3000, ext. 1281

Responsibility: Board of Directors

MSHP Annual Activity Profile

The following overview is a summary of major meetings conducted by MSHP on an annual basis. The programming year begins with the new term of elected officers who take office at the annual MSHP meeting. (Please refer to the current calendar for a more detailed timetable of events and deadlines.)

A. Annual Meeting

MSHP conducts an annual continuing education program within the Central Region. This Annual meeting serves as a major CE event of the year as well as the venue for the annual business meeting of the membership. The event also features social activities, an exhibit program, the awards banquet and installation of new MSHP officers and Committee/Council Chairs. Business meetings of the Board of Directors may be held prior to the Annual Meeting.

B. Board Planning Retreat

Each year soon after the annual meeting officer installation, Board members and committee/council chairs meet for a one-day retreat to review and update MSHP's strategic plan and set organizational objectives and goals for the coming year. Responsibility is assigned to specific committees and officers. The budgetary impact of proposed actions is also addressed during the planning process.

C. Regional CE Meetings

Each regional Vice-President will host at least four local 1-2 hour continuing education meeting quarterly. Full financial sponsorship by a pharmaceutical manufacturer is encouraged, provided the topic is relevant and ACPE guidelines are enforced. The meeting may be held at a local hospital site or restaurant.

Activities List:

<i>Monthly</i>	<i>Council, Committee Meetings</i>
<i>Every other month</i>	<i>Board of Directors Meeting</i>
<i>July</i>	<i>Report from Finance Committee, ASHP Annual Meeting</i>
<i>July</i>	<i>Annual Board Report at MSHP Annual Meeting</i>
<i>August</i>	<i>Board Retreat Planning Meeting</i>
<i>November</i>	<i>ASHP Presidential Officers Retreat</i>
<i>December</i>	<i>ASHP Midyear Meeting & MSHP/School of Pharmacy Hospitality Suite</i>
<i>January-October</i>	<i>Regional CE Meetings</i>

PLANNING OBJECTIVES AND GUIDELINES

POLICY

The Board of Directors will direct and oversee an annual planning process for the Society which will include a short-range (one to three year) strategic plan. The direction of the Society for the year will be set at the Annual Board Planning Retreat.

PROCEDURE

- A. Board members should solicit ideas from the MSHP membership-at-large as well as members of the Board, task forces and committee members to provide focus for the annual plan.
- B. The Board shall develop goals and objectives and set prioritize each for the various councils based on the strategic plan.
- C. At every Board meeting, Board members should discuss all council and task force verbal reports, budget information, etc. and evaluate progress in the strategic plan.

ACTIVITIES LIST:

July Board Members notified of the New Board Member Orientation date, Solicit ideas for Annual Board Planning Retreat, Receive report of President's Annual Report

August Develop the upcoming year's strategic plan at Board Planning Retreat Develop objectives and goals for committees and councils relevant to strategic plan, Budget planning to begin for submission to Finance Committee

September Draft Budgets due to Finance Committee

June Board Members, Committee and Council chairs submit end-of-year report to President. President prepares summary report for Board and membership on achievement of goals and objectives of strategic plan.

Every other month Board Meeting: evaluate progress of MSHP Committees and Councils

SECTION ONE

GOVERNING DOCUMENTS

MISSISSIPPI SOCIETY OF HEALTH-SYSTEM PHARMACISTS CONSTITUTION

ARTICLE I: NAME AND OBJECTIVE

A. NAME

This organization shall be known as the Mississippi Society of Health-System Pharmacists (MSHP).

B. PURPOSE

The objectives of MSHP are as follows:

1. To advance pharmaceutical care services, including Medication Therapy Management Services, to the public by promoting the professional interests of pharmacists practicing in organized health systems through:
 - a. Developing professional standards for the provision of pharmaceutical care.
 - b. Fostering Pharmaceutical services aimed at drug use control and rational drug therapy.
 - c. Increasing public and health-system awareness of the vital role of the pharmacist in the provision of pharmaceutical care.
 - d. Fostering the development of well-trained, competent pharmacists, technicians and associated personnel.
 - e. Developing and conducting educational programs and services for maintaining and improving the competence of pharmacists, pharmacy technicians and pharmacy students.
 - f. Disseminating information about pharmaceutical care and rational drug use.
 - g. Improving communication among pharmacists, other members of the health-care industry, and the public.
 - h. Promoting research in the health and pharmaceutical sciences and in pharmaceutical care models.
 - i. Promoting the economic welfare of pharmacists, technicians and associated personnel.
2. To foster rational drug use in society such as through advocating appropriate public policies toward that end.
3. To pursue any other lawful activity that may be authorized by MSHP's Board of Directors

C. MISSION

ASHP, and MSHP, believes that the mission of pharmacists is to help people make the best use of medications.

The mission of ASHP, and MSHP, is to advance and support the professional practice of pharmacists in hospitals and health systems and serve as their collective voice on issues related to medication use and public health.

D. VISION

MSHP, along with ASHP, dedicates itself to achieving a vision for pharmacy practice in hospitals and health systems in which pharmacists:

1. Will significantly enhance patients' health-related quality of life by exercising leadership in improving both the use of medications by individuals and the overall process of medication use.
2. Will manage patient medication therapy and provide related patient care and public health services.
3. Will be the primary individuals responsible for medication use and drug distribution systems.
4. Will be recognized as patient care providers and sought out by patients to help them achieve the most benefit from their therapy.
5. Will take a leadership role to continuously improve and redesign the medication-use process with the goal of achieving significant advances in (a) patient safety, (b) health-related outcomes, (c) prudent use of human resources, and (d) efficiency.
6. Will lead evidence-based medication use programs to implement best practices.
7. Will have an image among patients, health professionals, administrators, and public policy makers as caring and compassionate medication-use experts.
8. Will support efforts to implement Medication Therapy Management and recognition of pharmacists as reimbursed health care providers.

Approved by the ASHP House of Delegates, June 4, 2001

ARTICLE II: MEMBERSHIP

The membership of MSHP shall consist of individuals who are interested in and supportive of the missions stated in Article I. There shall be categories appropriate for a diversified membership as provided in the Bylaws.

**MISSISSIPPI SOCIETY OF HEALTH-SYSTEM PHARMACISTS
BY-LAWS**

CHAPTER 1: MEMBERSHIP

ARTICLE I: MEMBERS

The membership of MSHP shall consist of individuals interested in and supportive of the objectives of MSHP. The categories of membership are as follows:

A. ACTIVE MEMBERS

Shall be licensed pharmacists who support the objectives of MSHP stated in Article I in the Constitution and who have paid dues as established by MSHP. Only active members may vote on Society business and serve as an elected or appointed officer.

B. JOINT MEMBERS

Shall be licensed pharmacists who are married and support the objectives of MSHP stated in Article I in the Constitution and who have paid dues as established by MSHP. Only active members may vote on Society business and serve as an elected or appointed officer.

C. ASSOCIATE MEMBERS

Shall be individuals other than licensed pharmacists who work in Industry, Home Health Care, Educational activities, or who otherwise contribute to the health care professions and who have paid dues as established by MSHP. They shall not be entitled to vote or hold office.

D. STUDENT MEMBERS

Shall be individuals enrolled in a full-time academic, traditional program in an accredited college of pharmacy.

E. TECHNICIAN MEMBERS

Shall be individuals who are employed as pharmacy support personnel in an organized health care system working under the supervision of a licensed pharmacist.

F. HONORARY MEMBERS

Shall be individuals who are or have been strongly supportive of MSHP and/or have made outstanding contributions to health-system pharmacy practice. They shall be elected for life and shall not pay dues. Nominations for Honorary Members must be submitted by two or more Active Members and must be approved by unanimous vote of the Board of Directors. Honorary Members may vote and hold office if otherwise eligible for active membership.

ARTICLE II: APPLICATIONS FOR MEMBERSHIP

Application for membership shall be prepared on a standard form and forwarded to the Treasurer. Membership dues must be paid at the time of application. If an individual should no longer qualify

as an Active Member after joining MSHP, he/she shall automatically become an Associate Member with the privileges of that category of membership.

ARTICLE III: PERIOD OF MEMBERSHIP

All memberships except Honorary Life Memberships shall be for the calendar year. Any member in arrears ninety (90) days after that date shall be sent a written notice of delinquency and shall cease to be a member of MSHP in good standing if dues are not paid within thirty (30) days from date of notice.

ARTICLE IV: DUES

The Treasurer will assess and collect the membership dues of MSHP. Dues shall be due on January 1st of each year. Prior to the completion of the calendar year the Board of Directors shall report to the membership the dues for the next year. The Board of Directors shall determine annual dues. If dues are proposed to be increased more than 50% of established dues for any one-year, the proposal must be submitted by mail ballot to the voting membership for approval. A simple majority of the ballots returned within the specified time shall be required for approval.

CHAPTER II: REGIONS

ARTICLE I: SOCIETY GEOGRAPHICAL REGIONS

The state shall be divided into three geographical regions as follows:

Northern Region - The northern region of the state including DeSoto, Marshall, Benton, Tippah, Alcorn, Tishomingo, Tunica, Tate, Prentiss, Coahoma, Quitman, Panola, Pontotoc, Lee, Itawamba, Webster, Clay, Tallahatchie, Union, Yalobusha, Calhoun, Chickasaw, Choctaw, Okitibbeha, Monroe, Lafayette, Leflore, Carroll, Grenada, Montgomery and Lowndes Counties.

Central Region - The central part of the state including Boliver, Sunflower, Washington, Humphreys, Holmes, Attala, Winston, Noxubee, Sharkey, Issaquena, Yazoo, Madison, Leake, Neshoba, Kemper, Warren, Hinds, Rankin, Scott, Newton, and Lauderdale counties.

Southern Region - The southern part of the state including Claiborne, Copiah, Simpson, Smith, Jasper, Clarke, Jefferson, Adams, Franklin, Lincoln, Lawrence, Jefferson Davis, Covington, Jones, Wayne, Wilkinson, Amite, Pike, Walthall, Marion, Lamar, Forrest, Perry, Greene, Pearl River, Stone, George, Hancock, Harrison, and Jackson counties.

ARTICLE II: REGIONAL MEMBERSHIP

Either principal place of employment or legal residence as declared by the member defines regional membership in the Society.

CHAPTER III: OFFICERS

ARTICLE I: COMPOSITION

The elected officers of the Society shall be the President, President-Elect, Immediate Past President, Secretary, Treasurer and three Regional Vice-Presidents.

ARTICLE II: TERMS OF OFFICE

A. PRESIDENT

The President shall be the first principal elected official of MSHP and is responsible for acting as Board Chair for MSHP. The Presidential officers shall serve a three-year term. One year as President-Elect, one year as President and one year as Immediate Past President ascending to each position in this order.

B. PRESIDENT-ELECT

The President-Elect shall be the second principal elected official of MSHP, and shall assume the responsibilities of the President in his/her absence. The President-Elect shall serve as Chair of the Nominations and Awards Committee. The President-Elect shall be involved in preparatory and planning tasks to familiarize him/herself with the operations of the organization and shall assist the President in the annual review of the Policy and Procedure Manual. Additional specific duties may be found in the Policy and Procedure manual.

C. IMMEDIATE PAST PRESIDENT

The Immediate past President shall serve as a member of the Board of Directors. He/she shall serve as the chairperson of the Committee on Strategic Planning. The Immediate Past President shall assume other responsibilities as requested by the President. Additional specific duties may be found in the Policy and Procedure manual.

D. SECRETARY

The Secretary shall be the communications coordinator for the Society. The Secretary shall record and maintain minutes of the Board of Directors and MSHP activities as well as maintaining all MSHP society communications. The Secretary shall send and receive all election ballots. The secretary shall also assist the president in the preparation of the Annual MSHP report of activities during the past year for presentation at the Annual Meeting. Additional specific duties maybe found in the Policy and Procedure manual.

E. TREASURER

The Treasurer shall primarily be responsible for the funds of the Society and serves as Chair of the Committee on Finance. The treasurer shall invest and disburse funds at the discretion of the Board of Directors. Also, the treasurer will work with the association management staff to send dues notices and receive all monies as outlined in the By-Laws. The Treasurer shall present a financial report at each Board meeting and present a summary report to the members at the Annual Meeting. Additional specific duties may be found in the Policy and Procedure manual.

F. REGIONAL VICE-PRESIDENT

The Regional Vice-Presidents are the link between the regional membership and the MSHP Board of Directors. Each regional Vice-President shall work with the Membership Committee, Educational Committee, and the ACPE provider. In addition, the regional Vice Presidents will serve as a Board Liaison to a Council or Committee as requested by the President. Each Regional Vice-President shall submit a summary of activities for the year for inclusion in the Annual Report. Additional specific duties may be found in the Policy and Procedure manual.

CHAPTER IV: BOARD OF DIRECTORS

ARTICLE I: COMPOSITION

The Board of Directors shall consist of the elected officers of MSHP, the State Board of Pharmacy Institutional Representative, the Dean of the Ole Miss School of Pharmacy or designated representative and the MPhA President or Executive Director of MPhA. Council Chairs are also seated with the Board of Directors for the purpose of reporting activities and recommendations during each meeting.

ARTICLE II: MEETINGS

The Board shall meet at least five (5) times per year. In addition, it shall meet at the call of the President or upon written request of any four members of the Board.

ARTICLE III: ASSOCIATION MANAGEMENT SERVICES

The Board of Directors shall be responsible for employing and establishing association management services and procedures governing the actions of any individual or group providing administrative services to MSHP:

1. Maintain membership database, to include renewal notification, dues collection, and membership documents.
2. Provide accounts payable, accounts receivable services and financial reports
3. Mail/e-mail minutes to Board of Directors
4. Provide office facilities, computer, facsimile, and copier
5. Answer and refer telephone calls
6. Provide storage for files, correspondence and documents
7. Open mail and distribute to appropriate individuals
8. Assist with registration at MSHP meetings

The duties of the Association Management Staff shall be delineated by contractual arrangement.

ARTICLE V: RESPONSIBILITIES

The Board of Directors shall represent the membership of MSHP. The Board of Directors shall have charge of the property of MSHP and shall establish regulations for expenditure and investment of funds. They shall also control and manage the administrative, fiscal and other affairs of MSHP. They shall also have authority to make contributions of MSHP funds to

foundations or other organizations for research and educational activities; to make ultimate decisions regarding the acts of committees, task forces and professional policy issues when the Annual meeting is not in session; to accept, on behalf of MSHP, contributions, gifts, or bequests to further the purpose of MSHP; to do and perform any professional acts not inconsistent with the Bylaws; and shall report actions taken on major policy matters to the membership.

ARTICLE VI: COMMITTEES

The following committees, whose chairpersons are appointed and members approved by the President with approval of the Board of Directors, shall function as committees of the Board.

1. COMMITTEE ON NOMINATIONS AND AWARDS

The President-Elect shall serve as chairperson of these committees. The nominations committee shall consist of one member from each of the three MSHP regions who is not currently seeking an office. The report of the Committee on Nominations shall be presented to the Board of Directors during the fall of each year. The awards committee shall consist of one member each of the three MSHP regions. The chairs of student affairs council, technician council, and industry relations should participate on the committee submitting names of candidates for each respective council or committee. Selection of candidates shall be guided by criteria outlined in the Policy and Procedure manual.

2. COMMITTEE ON FINANCE

The Committee on Finance shall consist of six members; The President, President-Elect, Immediate Past President, Secretary, Treasurer, and the MSHP association management staff representative. The Treasurer shall serve as the chairperson of the committee. The Committee on Finance shall prepare a budget for the fiscal year of the succeeding year and submit it to the Board of Directors for approval. They shall assure that the Treasurer's records are audited annually. They shall approve a financial report to be presented at the Annual Meeting.

3. STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee shall be an advisory body to the Board of Directors. The Immediate Past-President shall serve as chair of the Committee, with other members being the President, President Elect, Secretary, and Treasurer. The Strategic Planning Committee shall review the organization of the MSHP Society, analyze its effectiveness, and make recommendations for improvements. This committee will work to guide MSHP Board, Committee and Council Chairs to meet the goals and objectives identified at the March strategic planning session. It shall work cooperatively with other pharmacy organizations within the state to develop common goals for the pharmacy profession.

4. COMMITTEE ON PUBLICATIONS

The Newsletter editor, who is appointed by the President for a period of one year, shall chair the Committee on Publications. Such appointment is renewable. The Board of Directors shall approve of an advertising policy for any publication to include standards of what is deemed appropriate and set a schedule of fees.

5. OTHER COMMITTEES

The President shall appoint additional committees as are deemed necessary to carry out the responsibilities and programs of MSHP.

CHAPTER V: COUNCILS

ARTICLE I: FUNCTION

In working toward achievement of the mission of MSHP, each Council shall function in a developmental and advisory capacity, developing programs authorized by the Board of Directors and recommending policies and programs to the Board in the major areas of interest to which it is assigned.

ARTICLE II: RESPONSIBILITIES

1. LEGAL AFFAIRS COUNCIL

The Council on Legal Affairs shall be responsible for monitoring proposed legislative and regulatory issues, which affect health-system pharmacists and other public health concerns. The Council on Legal Affairs will also provide legislative input and formulate policy per Board direction.

2. PUBLIC RELATIONS COUNCIL

The Public Affairs Council shall be responsible for promoting the practice of pharmacy in health-system settings. The Council shall also be responsible for promotion of Pharmacy Week and Poison Prevention Week events, and for promoting MSHP to the profession and the public. Public Affairs will work closely with ASHP to disseminate appropriate information.

3. MEMBERSHIP COUNCIL

The Membership Council shall be responsible for encouragement of MSHP membership, development of MSHP services, and evaluation of MSHP needs and activities. It shall also recommend programs and/or methods for retention and recruitment of members.

4. STUDENT AFFAIRS COUNCIL

The Student Affairs Council shall be responsible for activities associated with pharmacy students at Ole Miss, and involving pharmacy students with MSHP. This committee will direct the needs and activities of student involvement with a MSHP/ASHP chapter. The Student Affairs Council will work with the Public Relations Council to promote MSHP to pharmacy students. The Student Affairs Council will organize and coordinate annual Pharmacy Career events. The Chair will annually contribute to the Awards Committee the name(s) of students who qualify for the Pharmacy Student of the Year Award. Selection of candidates shall be guided by criteria outlined in the Policy and Procedure manual.

5. TECHNICIAN AFFAIRS COUNCIL

The Technician Affairs Council shall be responsible for coordinating and encouraging involvement of pharmacy technicians as members MSHP, and evaluation of MSHP needs and activities with

technician members. The council will work with the Educational Affairs Council to provide accredited CE programs for technicians. The Chair will annually contribute to the Awards Committee the name(s) of technicians who qualify for the Technician of the Year Award. Selection of candidates shall be guided by criteria outlined in the Policy and Procedure manual.

6. EDUCATIONAL AFFAIRS COUNCIL

The Educational Affairs Council shall be responsible for coordinating and conducting MSHP's CE meetings and related educational activities. The Council will also evaluate and communicate future educational needs of the membership. The Education Council Chair will work with the Industry Relations Council Chair to coordinate industry sponsorship of educational events. The Education committee will involve the ACPE Provider with its activities. The Education Council shall be responsible for coordinating the social events at the MSHP Annual meeting.

7. INDUSTRY RELATIONS COUNCIL

The Industry Relations Council functions to improve communications between MSHP and the Industry representatives. The Industry committee is responsible for overseeing all affiliations with industry and is charge of obtaining exhibit sponsorship at MSHP educational meetings and any additional support for MSHP activities. The Industry Relations Chair and Council works closely with the Education Council.

ARTICLE III: COMPOSITION OF COMMITTEES AND COUNCILS

1. CHAIRPERSON

The chairperson of each committee or council shall be appointed annually by the President with approval of the Board of Directors. The chairperson will coordinate the activities of the committee or council and attends meetings of the Board for the purposes of reporting activities and making recommendations.

2. MEMBERS:

The Chairperson will submit a list of desired members to the President for approval. As Appropriate, a Vice Chair may be appointed by the Chairperson to succeed him/herself the following year if the President grants approval.

ARTICLE IV: AUTHORITY OF COMMITTEES AND COUNCILS

The Board of Directors shall have authority to assign a specific matter to a committee or council for consideration. The Board of Directors shall have final authority over any project requiring expenditure of MSHP funds. Funds shall not be independently secured from sources outside MSHP without prior Board approval. The Council shall recommend policies and programs to the Board including objectives, cost estimate and professional impact. Final approval of such proposals shall be subject to their need, cost, and impact.

ARTICLE V: REPORTS

The chairperson of each committee or council shall prepare a annual written report for the President, which includes all pertinent activities for the Board of Directors. Verbal reports, or written if unable to attend, shall be given at each Board Meeting. The MSHP official format for

committee and council reports shall be used for these reports. This format form is found in the Policy and Procedure Manual. The chairperson shall also be responsible for the preparation of an annual report of activities, which will be summarized at the Annual meeting. In addition, all meeting minutes will be filed with the Secretary of MSHP.

CHAPTER VI: LIAISON WITH OTHER ORGANIZATIONS

ARTICLE I: REPRESENTATION

A member of MSHP appointed as a representative to another organization shall not be authorized to commit MSHP without prior approval by the Board of Directors.

ARTICLE II: COMMITTEES

Appointment of representatives of MSHP to liaison committees with other organizations shall be subject to approval by the Board of Directors. The purpose of the liaison committee shall be to act as a service agency to its parent organization, and to discuss and recommend solutions to a problem of mutual interest. All recommendations of a liaison committee shall be subject to approval by its parent organization.

ARTICLE III: ASHP HOUSE OF DELEGATES

MSHP's Board of Directors shall serve as a Committee on Nominations to annually nominate candidates from among all ASHP active members in the State, to be elected as delegate(s) and alternate(s) to the ASHP House of Delegates. All active ASHP members in the state shall be notified that an election by ballot will be held. Any active ASHP member may make a write-in nomination to the Chair of the Committee on Nominations. The senior delegate will be elected for a five-year term. The name of the MSHP President-elect at the time of the ASHP Annual meeting will be placed on the ballot. A simple majority of votes cast by eligible, active ASHP members shall be used to determine delegates and alternates from the nominees submitted. Upon election, the Secretary of MSHP shall transmit to the Executive Vice-President of ASHP the names and addresses of elected delegates and alternates who shall continue in office until the next election.

CHAPTER VII: CORPORATE SPONSORS

Corporate sponsors agree to designate Board approved amount for a one year period revolving around MSHP's annual meeting (August-July). Corporate sponsors receive advertisement in MSHP's newsletter and during the annual meeting. Corporate funds are used to defray speaker costs and annual meeting expenses. The monetary donation required for corporate sponsor status is voted and approved by the Board. This amount is subject to change based on inflation and society trends.

CHAPTER VIII: ANNUAL MEETING

MSHP shall hold an Annual Business Meeting each year, which shall include reports of the Board of Directors, Secretary, Treasurer, and all Councils/Committees. An open forum may be included in the program with Board approval to provide a mechanism for the solicitation of member input.

CHAPTER IX: AWARDS

ARTICLE 1: MISSISSIPPI HEALTH-SYSTEM PHARMACIST OF THE YEAR AWARD

Each year at the Annual Meeting, an award shall be presented to the Mississippi Health-System Pharmacist of the Year. This award shall consist of an appropriate plaque and any additional recognition determined by the Board. The entire membership shall be requested to submit nominations for the award. The Committee on Nominations chaired by the President-Elect will select the award winner. Committee members may include past recipients as selected by the chairperson.

ARTICLE II: RECOGNITION AWARDS

Awards of recognition will be presented to MSHP Board of Directors members whose terms of office will expire during the Annual Meeting. An award for outstanding service will be presented to one member of the Board of Directors or Committee/Council Chairs. All officers and chairpersons will be given the opportunity to cast one vote in writing. Other awards, which may be presented during the Annual Meeting, are Industry Representative of the Year, Innovative Pharmacy Practice Award, Outstanding Young Health-System Pharmacist of the Year, Pharmacy Technician Award, and the MSHP Past President's Award. The Student Award is presented at the University of Mississippi School of Pharmacy graduation ceremony.

CHAPTER X: AFFILIATIONS

ARTICLE I

The Mississippi Society of Health-System Pharmacists shall be an Affiliated State Chapter of the American Society of Health-System Pharmacists.

ARTICLE II

A formalized pharmacy group within any of the three regions of the state may become an Affiliated Chapter of the State Society upon approval of the Board of Directors.

ARTICLE III

The affiliation of MSHP with any additional organization or the disaffiliation with any organization shall require membership notification and approval by both the membership and the Board of Directors.

CHAPTER XI: LIQUIDATION

In the event of the liquidation and dissolution of MSHP, any properties, funds, or monies, securities, or other assets remaining in the treasury of, or to the account of, or otherwise belonging to MSHP shall be disposed of as follows:

1. All liabilities and obligations of MSHP shall be paid and discharged, or adequate provision shall be made therefore
2. Assets held by MSHP subject to legally valid requirements for their return, transfer, or conveyance, upon dissolution and liquidation, shall be returned, transferred, or conveyed in accordance with such requirements

3. All remaining assets held by MSHP shall be transferred or conveyed, without obligation or restriction, to the ASHP Research and Education Foundation to be used in whatever manner it shall deem appropriate.

CHAPTER XII: PARLIAMENTARY PROCEDURE

Robert's Rules of Order, latest revised, shall prevail at all meetings of MSHP except where contrary to the By-Laws or any standing rule.

CHAPTER XIII: AMENDMENTS

Every proposition to alter or amend these By-Laws shall be submitted in writing to the Secretary of the Society by two or more active members. Any changes in the Constitution or Bylaws must be approved by the Board of Directors of the Mississippi Society of Health-System Pharmacists. ASHP should be notified of changes in the Constitution or Bylaws. All members of MSHP shall be notified of these proposals not less than thirty days prior to the Annual Meeting. A majority of votes cast by active members is required for approval.

SECTION TWO

OFFICER/ASSOCIATION MANAGER

DUTIES

MSHP GENERAL EXPECTATIONS LIST - BOARD OF DIRECTORS

1. Read and familiarize yourself with Constitution, Bylaws, and administrative policies of MSHP.
2. Submit draft of budget for next fiscal year to Treasurer by September 1st.
3. Organize the councils and committees as soon as possible (within the first six weeks) by:
 - a. selecting the members in conjunction with the President;
 - b. set strategic plan goals/objectives with the Board and President endorsement,
 - c. inform committee members of their responsibilities; and
 - d. establish a meeting schedule for the year.
4. Inform the Secretary, President, and the MSHP office of council and committee member composition. Send a copy of any written minutes to the Secretary and MSHP office before the next board meeting.
5. Expenditures outside the committees approved budget must be authorized by the Treasurer (greater than \$50) or the President (\$50-500).
6. Submit final budget for next fiscal year to Treasurer by September 31.
7. Council and committee chairs should attend all board meetings as ex-officio members.
8. Plan and schedule assignments to allow worthwhile reports to be made at the board meetings. The time between these meetings is where the real work is accomplished, not at the board meetings where approvals are received for actions to be taken. If a chair is unable to attend a board meeting, a committee representative, or written report should be sent.
9. MSHP Board Members, Council and Committee chairs should review and update standing committee goals and objective progress. An Annual Report should be submitted to the MSHP President and Board by June 15. The MSHP official format for committee and council reports shall be used for this report and can be found in the Policy and Procedure Manual.

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

POLICY:

The Board represents the membership of the Society as the official voice of pharmacists in organized health-system settings and related personnel in the state of Mississippi. Its actions must be consistent with the Mission Statement within the Limits of the Bylaws of MSHP.

A. GENERAL RESPONSIBILITIES

- Controls and manages the affairs and funds of the Society.
- Develops long-term objectives and establishes the priority of all programs and activities of MSHP has the authority to hire employees, establish personnel policies for employees and affix their responsibilities.
- Establishes committees and task forces and designates representatives to other organizations.
- Approves appointments made by the President.
- Reviews original reports from all committees, liaisons, directors and officers (or Summaries prepared by the President-Elect).
- Make decisions regarding the recommendations of Councils, Committees, Task Forces, and Officers.
- Takes action, as required, on all committee and council reports.
- Authorizes council chairs and liaisons to represent the MSHP within the parameters of their assignment when contacting other organizations.
- Approves the report of the Committee on Nominations and Awards.
- Approves propositions to alter or amend the Bylaws and submits the proposed changes to the membership for vote by mail ballot.
- Votes to approve election to the status of Honorary Member.
- Appoints agents, as necessary to carry out its business.
- Reports to the membership, at least annually, regarding its actions.

B. FISCAL DUTIES

- Receives, and if necessary, revises and approves the proposed budget for the fiscal year from the Finance Committee.
- Contributes MSHP assets to other organizations for research and educational activities and may accept grants, contributions and bequests to further the purposes of MSHP.

- Has charge of the property of the MSHP Society and establishes regulations for the expenditure, investment and capital outlay of funds, the signing of negotiable paper, the receipt on behalf of the Society of dues, and other income.
- Exercises final authority over any project requiring expenditure of MSHP funds, establishes dues and membership periods, subject to approval of the membership, tenders reports as required by law.

C. MEETINGS

At least five (5) Board meetings annually are held by the MSHP Board of Directors (the Board will ideally meet every other month). Additional meetings may be scheduled at the call of the President, Chairman of the Board, or any three members of the Board.

D. VOTING MEMBERSHIP OF THE BOARD (annual term except as indicated)

All members of the Board must be active MSHP members

Elected Officers:

- President (serves as Chair)
- President-Elect
- Immediate-Past President
- Secretary (2 year term)
- Treasurer (2 year term)
- Regional Vice Presidents; Northern Region, Central Region, Southern Region (2 year term)
- University of Mississippi Student Chapter (President or designee)

Ex-Officio:

- Board of Pharmacy representative
- Dean of the Ole Miss School of Pharmacy (or designated representative)
- Mississippi Pharmacists Association (President or Executive Director)

Liaisons/Affiliates:

Council and Committee Chairs are invited to attend all Board meetings but may not vote. Any interested MSHP member may attend Board meetings and may speak after being recognized by the Chairman of the Board.

PRESIDENT

REPORTS TO:

Board of Directors

FUNCTIONS:

Chairman of the Board; appoints council and committee chairs; serves on Finance Committee; official spokesperson of the Society; submits quarterly newsletter article.

RESPONSIBILITIES:

- Presides at all MSHP meetings.
- Organizes and Chairs five meetings, ideally every other month, of the MSHP Board of Directors. Schedules meetings of the Board and report the activities, actions, or recommendations of the Board at membership meetings and/or in the newsletter. Responsible for assuring notices are sent with current agenda to Board members at least 1-2 weeks prior to Board meetings.
- Reviews and addresses issues referred from the membership.
- Establishes MSHP strategic plan with specific goals and objectives in conjunction with immediate past-president and president-elect and other MSHP Board officers.
- Presents strategic plan to the Board within 60 days of the assumption of office at the transitional Board meeting.
- Develops a calendar of events for the year to be ready for the officers transition meeting in August.
- At the transition meeting, a list of all committee appointments and a list of each committee's goals and objectives should be prepared.
- Assures that activities of Board members are consistent with the MSHP strategic plan's goals and objectives by serving as an ex-officio member on all MSHP committees/councils.
- Assists in preparation of a budget, with the assistance of the Finance Committee, for approval by the Board of Directors at the October/November meeting.
- Works with Finance committee to oversee budget implementation.
- Attends ASHP Midyear Meeting and serves as host of MSHP/School of Pharmacy Hospitality Reception if schedule permits. Designates MSHP representative if unable to attend.
- Serves as MSHP delegate at the ASHP Annual Meeting if elected by membership.
- Attends ASHP's presidential conference.
- Serves and represents MSHP as the contact person for ASHP and other professional organizations.
- Assists newsletter editor in determining content and approves final version before printing.
- Promotes, influences, and fosters MSHP growth and its professional issues both statewide and nationally.
- Serves as the major contact person for the ASHP and other professional organizations, communicates with Board members and officers of other organizations to advise and establish dialogue.
- Writes a column for each edition of the MSHP newsletter.
- Authorizes disbursement of funds from the treasury for items up to \$500.00, which are not covered by the current budget and report all such disbursements to the Board at the next meeting.

- Represents MSHP at all programs, activities, or affairs of the Society and other professional organizations.
- Attends the ASHP regional meeting for chapter officer's conferences.
- Works closely with MSHP association management staff on behalf of the Board of Directors.
- Officiates at the installation of new officers and Board members at Annual Meeting (an ASHP officer may officiate at the installation instead of the MSHP president if desired).
- Presents an address on goals and objectives for MSHP Annual Meeting.
- Promotes, influences, and fosters the growth of the profession statewide and nationwide.
- Annually updates MSHP Policy and Procedure Manual with President-Elect.
- Prepares an Annual report of the Society's activities over the past year for presentation and approval at the annual business meeting. The format for this report is the same as that for the Council and Committee Reports and can be found in the Policy and Procedure Manual. This report is to be available to the general membership.
- Mentor the President-Elect to assume President responsibilities.

TERM OF OFFICE:

One year (this position ascends from the Office of President-Elect and ascends to the Office of Immediate Past-President)

PRESIDENT'S CALENDAR

JULY:

- Official installation at MSHP Annual Meeting
- Assume office
- Appointment of Council and Committee Chairs
- Develop agenda for Board Retreat and 1st Board of Directors Meeting
- Transfer of names on MSHP certificates of deposit and any keys
- Conduct renewal session with Association Manager

AUGUST/SEPTEMBER:

- Develop calendar for year including Board meetings, educational seminars
- Begin budget preparation
- Officers Retreat and Board of Directors Transition Meeting
- Welcome new students and assist with membership drive in Oxford and Jackson.

SEPTEMBER:

- Newsletter article
- Budgets drafted

OCTOBER:

- Finance Committee Meeting
- Pharmacy Week
- Residency Showcase
- Plan MSHP/Ole Miss reception for mid-year

- Print invitations for reception at Mid-year
- Budget draft finalized

NOVEMBER:

- Presidential Officers Retreat
- Audit for taxes
- Budget draft submitted to Board for approval

DECEMBER:

- Newsletter article
- MSHP reception at Mid-year-cosponsored w/ UM

JANUARY:

- Taxes due
- MSHP delegate names mailed to ASHP
- Membership renewal form/letter due

FEBRUARY:

- Nominations & Awards Committee Meeting
- Board Meeting approval of officer slate for election

MARCH:

- Newsletter column
- Ballot Mail out
- Poison Prevention Week

APRIL:

- Board of Directors Meeting

JUNE:

- Prepare End of Year Report
- Board Meeting
- Newsletter article
- ASHP Annual Meeting

PRESIDENT-ELECT

REPORTS TO:

Board of Directors

FUNCTIONS:

The President Elect is responsible for learning the MSHP Constitution and Bylaws and what is expected to fulfill the role of the President. The President-Elect is mentored by the President and also serves as Chair of the Nominations and Awards Committees.

RESPONSIBILITIES:

- Attends all Board of Directors meetings, acting in President's role in case of absence of current President.
- Develops working knowledge of MSHP Constitution and Bylaws and role of President.
- Serves as chair of MSHP Nominations and Awards Committees.
 - Solicits candidates for ASHP appointments, councils and delegates.
 - Solicits candidates for MSHP elections and prepares a ballot by March 1st.
 - Notifies MSHP President, Secretary, and candidates of election results.
 - Solicits candidates for MSHP awards program at the Annual Meeting.
 - Obtains awards for award recipients.
 - Presides over presentation of awards at Annual Meeting banquet.
- Assists with MSHP strategic plan by working with President and Immediate Past-President to identify and implement MSHP's goals and objectives.
- Assists in budget preparation.
- Attends ASHP-sponsored Presidents retreat and/or leadership meeting.
- Attends ASHP Midyear Meeting in possible, representing MSHP.
- Attends MSHP regional continuing education meetings if possible.
- Acts as ex-officio member on committees and councils.
- Identifies potential committee/council chairs and their respective committee members for appointment during presidency term.
- Responsible for assisting President in the annual update of MSHP Policy and Procedure Manual.
- Assists President in preparation of MSHP activities Annual Report for presentation and approval at the annual MSHP business meeting.
- Performs the duties of the office of President whenever the President shall be unable to do so in the event that the President terminates from the office of the President the President-Elect will assume the Presidency.
- Identifies potential committee members for appointment to Society Committees during the term of President. Appointments should be made by July 1 when President.

TERM OF OFFICE: 3 years, ascends to President, then Immediate Past President

IMMEDIATE PAST-PRESIDENT

REPORTS TO:

Board of Directors

FUNCTIONS:

The Immediate Past-President serves as the Chair of the Strategic Planning Committee and works closely with the President and the President-Elect in the development of the strategic plan for MSHP.

RESPONSIBILITIES:

- Active MSHP Board member.
- Chairs Strategic Planning Committee.
- Attends all MSHP Board Meetings.
- Establishes MSHP strategic plan by developing goals and objectives in conjunction with president and president-elect.
- Assures that activities of Board members are consistent with the MSHP strategic plan.
- Serves as ex-officio member on any MSHP committees at request of president assuring that the activities are consistent with the MSHP strategic plan.
- Assists President with budget preparation.
- Attends ASHP's presidential conference if president or president elect is unable to attend.
- Promotes, influences, and fosters MSHP growth and its professional issues both statewide and nationally.
- Prepares an annual report of the MSHP Strategic Plan in conjunction with the President.
- Assists President as requested.

TERM OF OFFICE: 1 year

TREASURER

REPORTS TO:

Board of Directors

FUNCTIONS:

The Treasurer shall serve as the chairperson of the Finance Committee, be responsible for prudent investment of the assets and funds of the Society, assure expenditure of funds in accord with the programs, priorities and budget established by the Board of Directors, and regularly inform the Board and members of the financial status of the Society.

RESPONSIBILITIES:

- Coordinates the Finance Committee preparation of the annual budget of the Society.
- Reviews grant reviews and presents them to the Board for approval. Utilizes Finance Committee to maintain grant application process, deadlines, and procedures.
- Performs, or oversees the paid staff in performing, the following Financial functions:
 - Maintenance of records for the fiscal year. (October – September)
 - Receipt, recording and deposit of all membership dues and other funds submitted to the Society.
 - Payment of all bills and other accounts payable per approved Society procedures.
 - Maintenance of appropriate financial records and reconciliation of all account statements.
 - Preparation of financial reports for Board of Directors.
 - Preparation and timely submittal of Federal tax form 990 for tax exempt organizations and form 1099 for all persons paid by the Society (employees, speaker honoraria, etc.)
 - Reviews and revises MSHP financial procedures and this job description as needed, on an annual basis.
- Annually:
 - Is available to assist in the completion of the audit as needed.
 - Arranges audit with an accountant for Society's finances if requested by the Board.
 - Ensures completion of the audit within ninety days following the close of the fiscal year.
 - Prepares and submits to the Board of Directors, a report summarizing the final audit results.
- Quarterly: internal audit of finances
- At the end of the term of office:
 - Notifies all financial institutions holding MSHP accounts of the forth-coming change in officers and obtains appropriate signature cards for the new Treasurer to sign and return.
 - Assures preparation and signing, by both the outgoing and incoming Treasurer, of an affidavit, stating the balance of funds in all MSHP accounts at the time of transfer of the Society's fiscal records.

TERM OF OFFICE: 2 years

SECRETARY

REPORTS TO:

Board of Directors

FUNCTIONS:

The Secretary shall keep and maintain an accurate record of the meetings of the Board of Directors, the Finance Committee, and the Membership Meetings of the Corporation; record all votes of the Corporation, give notice of all meetings' of the Corporation and the Board of Directors; and perform other duties as the Board of Directors may direct.

RESPONSIBILITIES:

- Attends all Board meetings and all regular and special meetings of the membership, prepares agenda and record all votes and minutes of MSHP meetings.
- Assists the President and Board of Directors in the management of the Society, office organization of group activities, and member services.
- Coordinates through the MSHP office notice of all MSHP meetings to all members, and of all MSHP Board meetings to all Board members.
- Serves as the recording secretary of the Strategic Planning and Goals and Finance Committees of MSHP.
- Chairs or serves on any other Standing Committee or temporary committee as directed by the President.
- Performs any other officer of Board-related tasks, as assigned by the President or Board of Directors.
- Assists with registration and continuing education activities during educational programs presented by MSHP.
- Oversees the election process and notifies Nominations Committee Chair of election results.
- Communicates results of MSHP delegate election for ASHP Annual meeting to ASHP personnel.
- Assures that MSHP Newsletter is forwarded to ASHP
- Submits an annual report of actions of the Board of Directors for MSHP publication.

COMMITTEE APPOINTMENTS:

Organization & Goals Committee, Finance Committee, Board of Directors

TERM OF OFFICE:

Two years

REGIONAL VICE-PRESIDENTS

REPORTS TO:

Board of Directors

FUNCTIONS:

In addition to representing membership from the local district as a voting member of the Board, the Vice-Presidents serve as membership liaison and coordinate local continuing education programming for MSHP.

RESPONSIBILITIES:

- Attends all Board Meetings
- Serves on Membership Committee
 - Assists the MSHP office in membership activities by actively recruiting new members from the district.
 - Participates in membership retention by personally contacting delinquent members
 - Conducts periodic regional membership surveys
 - Works with MSHP Association Management Staff to update and maintain membership database
- Represents Regional MSHP Members
 - Solicits and relay concerns of district members to the Board.
 - Assists the President and Board in identifying future leaders, public speakers
 - Serves on Nominations and Awards committee
 - Submits nominees from among district members
- Assists with planning Continuing Education
 - Schedule at least one educational meeting per quarter in each district. (May have more meetings.) The MSHP office coordinates meeting advertisements, and will assist in arrangements for ACPE credit. In order to maintain proper accounting procedures, all grants and monies received for District meetings must be processed through the MSHP office. The office should be notified at least 90 days in advance of the meeting. (ACPE credit requires all materials be submitted at least 60 days before the meeting date)
 - Monitors non-member attendance at MSHP Regional CE Meetings. Non-members are allowed one free meeting. A fee of fifteen dollars will be assessed for additional regional CE meeting attendance by non-members.
 - Attend Regional Continuing Education Programs
 - Notifies President and Education Committee of CE programs to allow their attendance
 - Prepares and submit Newsletter article concerning CE program
- Participates with Legislative items of interest
 - Disseminates legislative and other important professional information to MSHP members within their district. This job is performed by working closely with the MSHP Legislative Chair. Membership notification of legal affairs may be accomplished by calling hospitals and members within the district during the legislative session to inform them of impending legislation and asking them to contact their legislator.

- Prepare and submit Annual Report of district activities to the President to present to the MSHP Board and membership.

COMMITTEE APPOINTMENTS:

Membership Committee, Nominations and Awards Committee, Board of Directors

TERM OF OFFICE: Two years

ASSOCIATION MANAGER

REPORTS TO:

President of MSHP

Time Commitment and Compensation:

- (8) hours per week shall be committed to the **duties and responsibilities** of the Association Manager
- Annual pay of \$9,000.00 (nine thousand dollars and zero cents) payable on the last day of each month in the amount of \$750.00 (seven hundred and fifty dollars and zero cents).

Duties and Responsibilities:

- On a weekly basis check mail and, if applicable, deposit membership and exhibitor checks
- On a weekly basis, if applicable, update the membership database
- On a weekly basis, if applicable, provide via email correspondence to the industry relations committee, the treasurer and the webmaster the MSHP membership and sponsorship updates in spreadsheet format
- Send membership reminder and renewals in a timely manner (November and January)
- Provide an updated report to the MSHP Board at each scheduled meeting. Report should include, but is not limited to, the following information: accounts payable, accounts receivable, services and financial reports
- Support the missions and strategic plans of the MSHP
- Proactively consider the needs of members and potential members and advise the MSHP Board of the means to fulfill those needs
- Assist with development of the annual budget and adhere to it throughout the fiscal year which runs from _____ to _____.
- Keep the MSHP Board of Directors fully informed of all activities
- Keep all records up to date
- Meet all deadlines
- Attendance at all MSHP Board Meetings and the Annual Meeting
- Proactively suggest opportunities for improvement
- Maintain the MSHP file material including all documents and other information in a specified location of which the MSHP Board has knowledge and access
- Send ASHP Midyear Reception Invitations to MSHP Membership (November)
- Timely respond to MSHP Officer emails and/or phone calls
- Provide storage for files, correspondence, and documents
- Assist with registration at Annual Meeting
- Any other duties and responsibilities the position requires

**SECTION THREE
COUNCILS & COMMITTEES
DUTIES**

OPERATING GUIDELINES FOR COMMITTEES AND COUNCILS

A. APPOINTMENT

1. Committees and Councils Chairs of the Board shall be appointed by the President and approved by the Board, except when membership is otherwise specified in the Bylaws.
2. All members of the Committees and Councils of the Board must be members of MSHP.
3. The President may delegate selection of members to Committee and Council chairs, subject to final Presidential and Board approval.
4. The Chair of each Committee and Council shall submit a current list its members along with preferred mailing addresses, phone numbers, and email addresses to the President, Secretary and MSHP office by the time of the Annual Board Planning Retreat.
5. The MSHP Newsletter and website will be used to solicit interested volunteers from among the membership for Committee and Council appointments.
6. The term of each appointed chair and member shall be one year, with the period of service ending at the next Annual Meeting. Members may be re-appointed to subsequent terms. To provide continuity, it is desirable to stagger appointments (i.e. a mixture of first time and returning members).

B. AUTHORITY

1. The President will charge each Committee and Council with specific goals in their areas responsibility to be addressed during the presidential term
2. Committees and Councils may not enter into contractual arrangements on behalf of the MSHP without prior approval from the Finance Committee.
3. The Board of Directors must review planned actions of Committees and Councils before any action is initiated, to ensure activities are consistent with the overall strategic plan's goals for the MSHP Society.
4. All Committees and Councils must receive approval of the Board of Directors (through the annual budget process or specific authorization) and/or Treasurer, before the expenditure of Society funds.

C. REPORTING

1. Committees and Councils shall report to the Board of Directors. The Chairs or designee is invited to attend Board Meetings, but do not have voting privileges
2. Each Chair of a Council or Committee of the Board must submit an Annual Report no later than June 15th.
3. Minutes must be maintained of each Council or Committee meeting and forwarded to the

Secretary for inclusion to the Board meetings. The members must submit minutes to the MSHP office and Secretary within ten (10) days of approval.

4. Minutes should contain the following:
 - a. time, date and place of meeting
 - b. name of council
 - c. members present
 - d. approval of previous minutes
 - e. reports of the Chair
 - f. reports of the subcommittees
 - g. old business
 - h. new business
 - i. summary of recommendations requiring Board approval or action

D. MEETINGS

1. Times and places for committee meetings shall be as called by the Chair.
2. All standing committees are encouraged to meet at a location that minimizes Society expenditures.

Activities List/Annual Calendar:

<i>May</i>	<i>Call for Committee/Council members in Newsletter and on website</i>
<i>May/June</i>	<i>Selection of Chairs of Councils and Committees</i>
<i>June</i>	<i>Outgoing Board meets prior to Annual Meeting</i>
<i>July</i>	<i>New term of service begins at Annual Meeting</i>
<i>Aug/Sept</i>	<i>Board Planning Retreat</i>
<i>October</i>	<i>Submit Budget Requests for planned activities to Finance Committee</i>
<i>January</i>	<i>Progress report to President</i>
<i>June 15</i>	<i>Annual Reports due to President</i>

CONTENT OF COMMITTEE AND COUNCIL REPORTS

POLICY:

All committees and councils will provide regular reports to the Board of Directors

PROCEDURE:

- A. Committee and Council Reports give verbal, or written if unable to attend, at each meeting of the Board of Directors and at any point at which the Chair requires budget or policy action.
- B. Committee reports should follow the format outlined in this manual.
- C. At the beginning of each term, the President will charge each committee with specific goals in their area of responsibility, which may include items identified at the August Planning Retreat.
- D. The first report should define each charge or goal given to the council at the retreat and provide an action plan that outlines the process by which each goal will be achieved. The action plan(s) should be developed in consultation with the President, President-Elect, and the Immediate Past-President, who is chair of strategic planning, organization and goals. The Chair must itemize anticipated expenses so the Board can allocate budgeted funds.
- E. The June 15th Annual report should contain a summary of the council activities that have been completed or that are in progress. Any additional information that needs to be relayed to the Board or the Membership in general should be included.
- F. Additional Council reports must be submitted when specific proposals or actions require budget or policy decisions by the Board of Directors.

RESPONSIBILITY: Council Chairs

FORMAT FOR COMMITTEE, COUNCIL, & BOARD OFFICER REPORTS

POLICY:

A standard format shall be used for routine council reports. This form shall be used to organize a verbal report, or written if unable to attend, prior to the Board Meeting. In addition, this format shall be used for preparing to submit the Annual Report.

DATE:

NAME OF COMMITTEE/COUNCIL/BOARD OFFICIER:

CHAIR:

COUNCIL MEMBERS:

COUNCIL CHARGE(S) OR RESPONSIBILITY:

ACTION PLAN: (what/when/who responsible)

PROGRESS REPORT OF ACTIVITIES:

**SPECIFIC PROPOSALS OR ACTIONS REQUIRING BUDGET OR POLICY DECISIONS BY
THE BOARD OF DIRECTORS:**

ADDITIONAL INFORMATION:

DATE SUBMITTED TO THE BOARD OF DIRECTORS:

COMMITTEE ON NOMINATIONS

REPORTS TO:

Board of Directors

FUNCTIONS:

The Nominating Committee shall be responsible for selecting and presenting to the membership a slate of nominees (consisting of at least two nominees for each office to be filled) prior to any election. The Committee shall coordinate the election of delegates to the ASHP House of Delegates and for receiving nominations for the Institutional Representative to the Mississippi State Board of Pharmacy whenever a vacancy shall occur.

RESPONSIBILITIES:

1. Actively solicit nominations for MSHP elections.
2. Solicit nominations for ASHP House Delegates from Mississippi.
3. Verify the credentials of nominees and select a proposed slate for election.
4. Present all election slates to the Board for approval prior to reporting to the membership.
5. Identify potential nominees for the Mississippi State Board of Pharmacy in advance of the year that an opening is anticipated.

ACTIVITIES LIST

<i>August</i>	<i>Annual Board Planning Retreat</i>
<i>September</i>	<i>Submit projected expenses for next year to Finance Committee ASHP Delegate Solicitation</i>
<i>October</i>	<i>Announce slate for ASHP Delegates and Alternates (and Board of Pharmacy Nominees, if applicable) Send ballots for ASHP HOD election including bios of candidates</i>
<i>January</i>	<i>Include notice of elections of ASHP House Delegates in the newsletter and on website; Submit HOD names to ASHP</i>
<i>February</i>	<i>Request nominations for MSHP officers through the newsletter; Present slate to Board of Directors; Solicit Bios from Nominees for Inclusion in Ballot.</i>
<i>March</i>	<i>Prepare Ballot for Election within 30 days of Board Approval</i>
<i>April</i>	<i>Officer elections via mail ballot including bios</i>
<i>June</i>	<i>Announce Results of Officer Elections</i>
<i>June 15</i>	<i>Submit Annual Report to President</i>

COMMITTEE ON AWARDS

REPORTS TO:

Board of Directors

FUNCTIONS:

The Committee on Nominations shall administer the MSHP Awards Program. (The committee members are 2 recent recipients of the MSHP Pharmacist of the Year Award and the 3 Regional Vice Presidents, with the MSHP President-Elect serving as Chair)

RESPONSIBILITIES:

1. Develop and recommend criteria for selection of award recipients for each of the MSHP.
2. Evaluate proposals for new MSHP awards, or propose awards that should be adopted.
3. Solicit candidates from Membership, Technician, and Student Affairs Council in addition to membership at large.
4. MSHP Newsletter and website shall contain form to solicit award recipients.
5. Selection of candidates for the following awards:
 - Health Systems Pharmacist of the Year
 - Health Systems Pharmacy Student Award
 - Innovative Pharmacy Practice
 - Industry Representative of the Year
 - Pharmacy Technician of the Year
 - Outstanding Young Health Systems Pharmacist of the Year
 - MSHP Service Award
6. Procurement of sponsorship of awards
7. Procurement of Award Plaques, etc.
8. Coordinate the presentation of awards at the MSHP Annual Meeting.

ACTIVITIES LIST:

- September* *Submit projected expenses for upcoming year to Finance Committee*
- Spring* *Submit announcement in newsletter and website on Nominations for awards, Letter to Directors of Pharmacy to solicit nominations for awards*
- Spring* *Newsletter and website reminder about awards process and nominations deadline*
- May* *Committee Meeting to select award recipients*
- June* *Board of Directors selects recipient of MSHP Service Award*
- June* *Purchase Plaques*
- July* *Presentation of awards during Annual Meeting*

MSHP AWARDS CRITERIA (Selected by Awards Committee)

A. Health-System Pharmacist of the Year Award

The recipient of this award should demonstrate the following attributes:

- Outstanding cooperation with the entire health care team
- Outstanding service to the profession of health-systems pharmacy
- Outstanding service to the community Outstanding contributions to the progress of health-systems pharmacy

The award winner should be an individual of the highest integrity who best exemplifies the profession of health-system pharmacy

B. Pharmacy Technician Award

The recipient of this award should demonstrate the following attributes:

- Outstanding cooperation with the entire health care team
- Outstanding service to the profession of health-systems pharmacy
- Outstanding community service
- Outstanding contributions to health-systems pharmacy progress

The award winner should be an individual of the highest integrity who best exemplifies the profession of health-systems pharmacy.

C. Outstanding Young Health-System Pharmacist of the Year

The recipient of this award should demonstrate the following attributes:

- Five years or less experience in health-systems pharmacy practice after graduation
- Outstanding cooperation with the entire health care team
- Outstanding service to the profession of health-systems pharmacy
- Outstanding service to the community
- Outstanding contributions to the progress of health-systems pharmacy

The award winner should be an individual of the highest integrity who best exemplifies the profession of health-system pharmacy

D. Industry Representative of the Year

The recipient of the award must meet the following criteria:

- Outstanding service to the profession of health-systems pharmacy
- Outstanding contributions towards the progress of health-systems pharmacy
- Must actively support MSHP

E. Innovative Health-Systems Pharmacy Practice Award

The following criteria were established for this award:

- The candidate must be a member of MSHP
- The candidate must be a full-time practitioner of health-system pharmacy
- The candidate must not be a previous award recipient for the same innovation
- The recipient will agree to submit their innovation in the MSHP Newsletter or other professional publications

The practice must produce results which:

- Demonstrate an improved method of practice within the profession of health-systems pharmacy,
- Contribute to the commercial development of a new drug product,
- Contribute to the development of an improved patient treatment method, or
- Make a significant contribution to the advancement of pharmaceutical care.

This award may be given to an individual or a team of pharmacy practitioners.

F. Health-systems pharmacy Student Award

The recipient of this award should be a sixth-year pharmacy student and demonstrate the following attributes:

*This award is presented at the University of Mississippi School of Pharmacy graduation ceremony.

The candidate must demonstrate a desire to pursue a career in health-system pharmacy practice by both applying for and seeking a residency program, or by accepting a pharmacy position in a health-system.

The candidate must demonstrate a sense of professional maturity as evidenced by participation in activities in student chapters of professional organizations, participation in school-wide activities, academic standing, and desire to improve the practice of pharmacy and its image.

Selected by the Board of Directors

G. Service Award

Recognizes excellence in MSHP service on the Board of Directors through participation in meetings, recruitment of members and achievement of strategic plan's goals and objectives.

COMMITTEE ON FINANCE

REPORTS TO:

Board of Directors

MEMBERSHIP:

The Treasurer serves as Chair of the Finance Committee including:

1. Corporate officers MSHP
2. President
3. President-Elect
4. Immediate Past President
5. Secretary

FUNCTION:

The Finance Committee will meet as required to develop a budget for presentation to the Board, ensure effective financial policies and procedures for the organization, and propose long-range fiscal strategies for the Society.

RESPONSIBILITIES:

1. Oversees the financial operations of MSHP
2. Maintains criteria for grant process. This includes updated grant applications as needed. The grant applications should be maintained on the Society's website and has a rolling deadline.
3. Develops a draft annual budget for Board approval
4. Identifies potential new revenue sources for MSHP
5. Develops a long-range fiscal strategy for MSHP
6. Provides oversight of MSHP's Financial Policies and Procedures and recommends changes as needed
7. Facilitates an audit of the MSHP corporate finances by an accountant at the end of each calendar year and as needed (if requested by the Board)
8. Assists with quarterly internal audit as needed

ACTIVITIES LIST:

Aug/Sept Budget preparation process

Oct/Nov Final Board approval of annual Budget

January Audit of Treasurer's book-if requested by the Board

June Submission of Annual Report

Quarterly Internal audit of Society's finances

COMMITTEE ON PUBLICATIONS

REPORTS TO:

Board of Directors, President

FUNCTIONS:

The COMMITTEE ON PUBLICATIONS shall be responsible for the direction, development, and quality control of all MSHP newsletter publications. The Newsletter Editor will serve as Chair of the committee.

RESPONSIBILITIES:

1. Serves as Editor of MSHP Newsletter and coordinates its publication.
2. Publishes a minimum of 4 newsletters per year: Winter, Spring, Summer, and Fall Issues.
3. Ensures that MSHP Board and Committee/Council Chairs submit required newsletter information.
4. Active participation in other recruitment and acquisition of quality manuscripts and articles for the MSHP Newsletter.
5. Works with Education Chair for details of MSHP CE Programs.
6. Publishes recognition of industry sponsorship in MSHP Newsletter of MSHP CE meetings.
7. Works with Education Chair to publish MSHP CE programs' details.
8. Coordinates writing, reviewing, and proofing of articles and information for the MSHP newsletter.
9. Obtains approval of MSHP President of each newsletter copy before printing.
10. Solicits and interacts with MSHP members for the purposes of obtaining information and photographs to be included in the newsletter and evaluating the publication needs of the membership.
11. Submit relevant articles to the MPhA journal.
12. Serves as the MSHP official contact with the AJHP editor. (pending Board approval)
13. Secures MSHP article for AJHP edition. (pending Board approval)
14. Assures MSHP membership labels are forwarded to AJHP for mailing of the AJHP publication.
15. Submits Annual report to President

ACTIVITIES LIST: MSHP Newsletter Deadlines (issues published quarterly)

<i>June 15</i>	<i>Due date for material for Summer issue</i>
<i>July</i>	<i>Submit projected expenses for next year to Finance Committee</i>
<i>July 1</i>	<i>Deadline to complete review</i>
<i>August</i>	<i>Summer issue published</i>
<i>September 15</i>	<i>Due date for material for Fall issue</i>
<i>October 1</i>	<i>Deadline to complete review</i>

<i>November</i>	<i>Fall issue published</i>
<i>December 15</i>	<i>Due date for material for Winter issue</i>
<i>January</i>	<i>Deadline to complete review</i>
<i>February</i>	<i>Winter Issue Published</i>
<i>March 15th</i>	<i>Due date for Spring issue material</i>
<i>April</i>	<i>Deadline to complete review</i>
<i>May</i>	<i>Spring Issue published</i>

MEMBERSHIP COUNCIL

REPORTS TO:

Board of Directors

FUNCTIONS:

The Membership Council shall be responsible for developing and implementing strategies to recruit and retain members; to assure a strong, effective organization through continued growth. In addition to the appointed Chair, a representative from each region (ideally the Regional VP), Technician and Student Council Chairs serve on this Council.

Responsibilities:

1. Attend all board meetings.
2. Update and maintain an accurate and current membership roster.
3. Design and implement strategies for increasing membership to MSHP and ASHP.
4. Develop and implement strategies for membership retention and development.
5. Develop new materials for membership promotion.
6. Assign specific percentage of new member recruitment to be achieved.
7. Develop draft budget for membership recruitment/retention and submit by September.
8. Conduct surveys regarding MSHP membership issues/concerns
9. Provide membership recruitment packet to board members for conducting membership drives at their respective facility
10. Submit quarterly to MSHP Newsletter articles promoting MSHP to membership
11. Update and maintain new membership packet and welcome letter.
12. Work with Association Management Staff to guarantee members receive acknowledgement of dues payment.
13. Actively pursue former MSHP members who do not renew with reasons for non-renewal.
14. Annually examine membership dues to meet MSHP expense needs.
15. Submit Annual Report

ACTIVITIES LIST:

- January Give membership recruitment packets to board members for conducting membership drives at their facility*
- August Committee meeting at Board Retreat*
- September Submits projected expenses to the Finance Committee*
- September Submits Membership Recruitment and Retention Plan to President*
- Oct-June Active Membership Recruitment/Retention*
- June 15 Submits annual report to President*
- Quarterly Submit Newsletter article to editor*

LEGAL AFFAIRS COUNCIL

REPORTS TO:

Board of Directors

FUNCTIONS:

The Legal Affairs Council shall be responsible for informing the MSHP membership and Board of Directors of important legislation and regulations and how they will impact pharmacy practice in organized health care settings in Mississippi. The Council shall be concerned with (a) laws, rules and regulation (b) proposed laws and regulations (c) pharmacy ethics.

RESPONSIBILITIES:

A. Legislative Monitoring

The Council will take a pro-active approach to legislative and regulatory matters by monitoring proposed legislation that affects professional practice issues important to pharmacy. In addition, changes to the Board of Pharmacy Regulations or Mississippi law maybe proposed and/or supported to advance the rational use of medications, public safety, and pharmaceutical care. The membership will be kept informed of legislative issues through MSHP publications and special sessions or open hearings (when indicated) at MSHP educational meetings.

B. Legislative Network

MSHP's Legislative Network is designed to permit timely communication to the membership and facilitate reaction to proposed legislation (or legal/regulatory opportunities). A list of "key members" is maintained by the MSHP Office and updated annually by the Council. The Council will develop a plan to address each emergent legislative issue, which may include public statements, identification of public officials to contact, or drafting form letters. At the direction of the Chair, the office staff will contact key members by telephone or FAX, providing information and requesting action (such as written or personal contact with local legislators or the State Board of Pharmacy). The Legal Affairs Chair will recommend policies or actions to the Board on issues important to the mission of MSHP. Regional Vice-Presidents may also be asked to contact Health-System Pharmacy Directors in their districts when rapid communication and action is needed.

C. Communication with Legislators, Government Agencies, and the Mississippi State Board of Pharmacy on behalf of MSHP

Council members will present MSHP positions to legislators and government agencies. The Board must approve society positions in advance. ASHP also provides a published volume of statements, guidelines, and technical assistance bulletins, which may provide a useful reference. In addition, the Legal Affairs Chair or designee should contact the State Pharmacy Board Meeting for monthly agenda items to determine if MSHP should be present.

D. Legislative Communication with MPhA

The Council Chair (or designate) will serve as a liaison with lobbyists for the Mississippi

Pharmacists Association (MPhA), Mississippi Hospital Association and other healthcare organizations as needed, to discuss pending legislation affecting drug use or pharmacy.

E. Consultant Pharmacist Certification Program Approval

The Council Chair will be responsible for submitting consultant pharmacy education programming to the State Board of Pharmacy for approval. The chair will work with the Education Council Chair to assure this responsibility is accomplished in a timely manner. A consultant pharmacist's certificate will be prepared for the President's signature.

ACTIVITIES LIST

<i>August</i>	<i>Annual Board Planning Retreat</i>
<i>September</i>	<i>Submit projected expenses for next year to Finance Committee</i>
<i>October</i>	<i>Work with Education Chair to prepare Consultant Pharmacist Certificate</i>
<i>January</i>	<i>Submit interim written report to President</i>
<i>Monthly</i>	<i>Monitor Legislative Reports Contact State Pharmacy Board Meetings</i>
<i>Quarterly</i>	<i>Submit Newsletter article to editor</i>
<i>June 15</i>	<i>Submit Annual Report to President</i>

EDUCATIONAL AFFAIRS COUNCIL

REPORTS TO:

Board of Directors

FUNCTIONS:

Educational Affairs Council shall be responsible for planning, coordinating and evaluating educational content of the MSHP Annual summer meetings. (The MSHP office will handle meeting registration badges, program announcements, printing of CE certificates, meal functions and other aspects of the meetings.) Members shall include regional vice-presidents, industry relations, technician, and student council chairs in addition to other appointees.

RESPONSIBILITIES:

1. Addresses and meets the educational needs of the membership.
2. Develops themes and identifies topics for educational meetings (Annual meeting).
3. Drafts continuing education budget for educational programming
4. Submits Budget to Finance Committee
5. Solicits presentations/posters for MSHP meetings.
6. Handles educational program planning details.
7. Assists MSHP association management staff with educational meeting promotion and logistics.
8. Assists in arranging joint educational meetings with other organizations when warranted.
9. Assists Industry Relations Council in obtaining sponsorship funds to support educational programming which is coordinated with Industry Relations Council. This includes corporate sponsor duties and responsibilities.
10. Selects speakers for educational programs.
11. Works with MSHP Regional Vice Presidents concerning their educational program needs.
12. Submits to the MSHP ACPE Provider at least 60 days in advance of any educational program the materials required for ACPE and/or promotion (agenda, speaker qualifications, learning objectives, outlines and handout materials).
13. Works with Legislative Committee to ensure consultant pharmacist education program planning requirements are satisfactory and approved by the MS. State Board of Pharmacy.
14. Develops consultant pharmacist certification certificate and ensure President signature.
15. Submits MSHP Newsletter articles regarding educational programming.
16. Submits Annual Report.

ACTIVITIES LIST

- | | |
|------------------|---|
| <i>August</i> | <i>Annual Board Planning Retreat; Submit article to MSHP Newsletter Editor regarding MSHP Annual Meeting</i> |
| <i>September</i> | <i>Hold committee meetings to plan MSHP Annual Meeting and draft budget; Submit projected expenses for next year to Finance Committee</i> |
| <i>October</i> | <i>Work with Legal Council to obtain Pharmacy Board approval for consultant CE</i> |
| <i>January</i> | <i>Written report to President and Treasurer; Newsletter article to editor</i> |

Spring *Work and annual meeting agenda*

April *Prepare annual meeting brochure; Obtain ACPE provider number*

May *Mail meeting brochure; Submit educational article to MSHP Newsletter Editor*

June 15 *Submit Annual Report to President*

July *Annual Meeting*

Quarterly *Submit newsletter articles*

INDUSTRY RELATIONS COUNCIL

REPORTS TO:

Board of Directors

FUNCTIONS:

The Industry Relations Council shall act as a liaison between MSHP and members of the pharmaceutical industry to further enhance relationships and foster an environment of mutual understanding through communication and feedback. The Chair of the Council oversees all affiliations with industry including Exhibit program at CE meetings (working in conjunction and serving as a member of the Educational Affairs Council).

RESPONSIBILITIES:

1. Updates and maintains current database of industry representatives.
2. Serves on MSHP Education committee.
3. Assists MSHP Education committee chair in drafting industry request support letter for programs for MSHP meetings.
4. Improves MSHP relations with industry.
5. Requests and obtains industry participation at MSHP Annual Meeting including corporate sponsorships.
6. Coordinates Exhibit Programs at MSHP Annual Meeting.
7. Monitors MSHP meetings and solicits feedback from industry representatives on improvements.
8. Increases industry involvement in MSHP through active industry participation in MSHP activities and involving industry as committee members of industry relations.(provided current MSHP member status).
9. Writes article for Newsletter Editor listing industry support contributions for MSHP meetings and other events.
10. Submits to Awards Committee Chair the name of an industry representative for consideration of Industry Representative of the Year Award.
11. Submits Annual report.
12. Recruits annual corporate sponsors (August-July)

ACTIVITIES LIST:

<i>August</i>	<i>Annual Board Planning Retreat</i>
<i>Sept</i>	<i>Submits projected expenses for next year to Finance Committee</i>
<i>Sept-May</i>	<i>Coordinates Exhibit program for MSHP Annual Meeting ; Recruit corporate sponsors</i>
<i>Spring</i>	<i>Submits name(s) of industry representative of the year to Awards Chair</i>
<i>June 15</i>	<i>Submit Annual Report to President</i>
<i>July</i>	<i>Annual Meeting Exhibit Program</i>
<i>Quarterly</i>	<i>Submit articles for newsletter regarding MSHP Industry sponsorship</i>

TECHNICIAN COUNCIL

REPORTS TO:

Board of Directors

FUNCTIONS:

The Technician Council provides information to the Board of Directors regarding technician activities in the state of Mississippi. The Council is concerned with: 1) technician certification 2) technician continuing education: 3) technician membership in MSHP; 4) expanding roles of pharmacy technicians. The Technician Council Chair is a member of the education committee.

RESPONSIBILITIES:

1. Attends board meetings.
2. Submits budget for Technician Council.
3. Submits quarterly Technician Council report to MSHP Newsletter.
4. Assists in technician membership/retention by participating on Membership Committee.
5. Ensure welcome packet for new technician MSHP members are being sent/received.
6. Routinely survey technicians for needs/concerns.
7. Assists in coordinating technician continuing education and certification programs.
8. Assists Nomination's chair with annual technician-of-the year award by providing candidates.
9. Submits Annual Report.
10. Chairs program for the technician breakout sessions at the annual MSHP Spring Meeting.

ACTIVITIES LIST

August Annual Board Planning Retreat

September Submit projected expenses for next year to the Finance Committee

Sept-Feb Work with Education council to develop continuing education programs

Sept-Feb Southern Central and Northern Region Technician CE Meetings;

Spring Provide Name(s) to Awards Chair for Technician-of-the Year Award

June 15 Submit Annual Report to the President

July Program Chair for the technician CE breakout sessions at the MSHP Annual Meeting

STUDENT AFFAIRS COUNCIL

REPORTS TO:

Board of Directors

FUNCTIONS:

The Student Affairs Council shall be responsible for developing and implementing strategies to recruit and retain student members; to assure a strong, effective organization through continued growth. In addition to the appointed Chair, a student representative and an ASHP representative for students should serve on this Council.

Responsibilities:

1. Active recruitment of pharmacy students as MSHP members.
2. Establishes a student representative and the faculty ASHP student representative as committee members.
3. Serves on membership committee.
4. Assists with strategies for converting MSHP student members to active pharmacist members.
5. Works with Public Relations committee for budgetary items to increase student membership.
6. Promotes MSHP to students through MSHP sponsored functions throughout the academic year, including Pharmacy Career information.
7. Submit name(s) of students to Awards Committee for Pharmacy Student-of-the-Year Award.
8. Promote MSHP sponsorship of pharmacy students to attend MSHP programs
9. Promote ASHP accredited pharmacy residents to join MSHP and participate with committees and program presentations.
10. Submits relevant article to MSHP Newsletter and website.
11. Submits Annual MSHP report.
12. Submits name for MSHP ballot to serve on ASHP's HOD; Attends RDC and HOD if elected

ACTIVITIES LIST:

<i>August</i>	<i>Committee meeting at Board Retreat</i>
<i>September</i>	<i>Submits projected expenses to the Finance Committee</i>
<i>September</i>	<i>Submits Student Membership Recruitment and Retention Plan to President</i>
<i>January</i>	<i>Reports Progress on Plan at Summer Meeting</i>
<i>Oct-Feb</i>	<i>Active Student Membership Recruitment/Retention</i>
<i>Spring</i>	<i>Submit to awards committee chair name(s) of student of year award candidate</i>
<i>May</i>	<i>Attends RDC if elected for HOD</i>
<i>June</i>	<i>Attends ASHP-HOD meeting if elected for HOD</i>
<i>June 15</i>	<i>Submits Annual report to President</i>
<i>Quarterly</i>	<i>Submit Newsletter article to editor</i>

*Monthly Plans programs with Membership committee to enhance student involvement
(Career Day Panel, Interviewing Skills for Jobs/ASHP Residencies, MSHP Welcome)*

MSHP SENIOR DELEGATE to ASHP HOUSE OF DELGATES

REPORTS TO:

Board of Directors

FUNCTIONS:

The MSHP senior delegate to ASHP shall be responsible for representing MSHP at the House of Delegates meeting at ASHP's Annual meeting. Requirements to serve in this capacity include active ASHP membership, past experience as a delegate or alternate delegate, and selected by the MSHP election procedure. The election procedure will include a vote by MSHP members who also are members of ASHP. The senior delegate will be elected for a five-year term and the alternate delegate will be elected annually. The second delegate will be elected and the President will be on the ballot for as a nominee. The delegates will represent MSHP at the ASHP Annual meeting. Alternate delegates will be also included on the election ballot to serve in the official voting capacity in case of absence of one of the two seated delegates.

Responsibilities:

1. Notification of active ASHP members of issues before the House of Delegates and solicitation of member opinions.
2. Mandatory Regional Delegate Conference attendance.
3. Report communicated to ASHP members at the conclusion (within 30 days) of the House of Delegates meeting.
4. Working with the President, Newsletter and Public Relations Chairs to ensure timely communication of ASHP's agenda and action.
5. Active participation on ASHP Council if requested.
6. Attends all board meetings.
7. Prepares report after ASHP annual meeting for MSHP Newsletter submission of ASHP voting agenda and actions.
8. Submits annual report.

SENIOR DELEGATE ACTIVITIES LIST:

August Committee meeting at Board Retreat

September Submits projected expenses to the Finance Committee

May Attends Regional Delegates Meeting

June Informs President, Board of ASHP, and members of agenda and Action items from Regional Delegates Meeting

June Attends ASHP Annual meeting to represent MSHP at the open hearing, caucuses, and House of Delegates

June Informs President of ASHP agenda and Action items House of Delegates Meeting Voting outcomes

October Active participation on ASHP Council if requested

June 15th Submits Annual report to President

July Gives full report to membership at Annual meeting

Quarterly Submit Newsletter article to editor

*Monthly Plans programs with Membership committee to enhance student involvement
(Career Day Panel, Interviewing Skills for Jobs/ASHP Residencies, MSHP Welcome)*

PUBLIC RELATIONS COUNCIL

REPORTS TO:

Board of Directors

FUNCTIONS:

Public relations is an organized, planned effort to communicate specific information in a manner that will create a favorable attitude between the communicator and the information recipient. The desired outcome is to earn public understanding and acceptance of issues, programs, etc., and to communicate to MSHP members relevant issues related to health-systems pharmacy and public health.

For MSHP, communication ensures the sharing of information and the development of positive relationships with various public constituencies. These include members, other organizations as well as the general public.

Reference: ASHP Communications Manual

RESPONSIBILITIES:

1. Attends Board Meetings
2. Creates calendar of events and timeline for projects.
3. Submits committee progress reports to secretary.
4. Works with Legal Affairs Council on PR related issues.
5. Contributes quarterly to MSHP Newsletters and website.
6. Distributes news releases including officer elections and award recipients.
7. Makes recommendations and project expenses for budget.
8. Participates in strategic planning and ensures PR goals are met.
9. Networks with ASHP for public relation materials.
10. Helps plan and secure invitations for the MSHP annual MSHP/School of Pharmacy reception
11. Works with other pharmacy organizations to ensure the advancement and promotion of pharmacy practice.
12. Update and maintain a PR database (including media contacts throughout the state: television, radio, and newspapers), and proactively seeds media with pharmacy issues.

ACTIVITIES LIST

*August Annual Board Planning Retreat
 Prepare draft budget*

*October National Pharmacy Week
 Work with School of Pharmacy to Plan Midyear Hospitality reception
 Send news releases about National Pharmacy Week*

December Chapter Showcase/Hospitality Suite

March National Poison Prevention Week

June Annual Report to President

July Send news releases for new officers and award recipients

FORMS: News Releases
SAMPLE NEWS RELEASE
FOR OFFICER INSTALLATION

Mississippi Society of Health-System Pharmacists
PO Box 4826
Jackson, MS 39296-4826

FOR IMMEDIATE RELEASE CONTACT:
Public Relations Chair (Call 601-981-0416)

_____ (Name)

TO LEAD THE MISSISSIPPI SOCIETY OF HEALTH-SYSTEM PHARMACISTS

_____ (Name) of _____ (City) was installed as
_____ (Office)

of the Mississippi Society of Health-System Pharmacists (MSHP), _____ (Date) during
their

Annual Meeting in _____ (City). _____ (Name) is currently employed as
_____ (Position) at _____ (Health-System) in _____ (City)

A _____ (Year) graduate of _____ School of Pharmacy, _____ (Name)
has

Been active with MSHP serving as _____. He/she is a preceptor for
_____ and has served on _____.

MSHP is a state professional society representing pharmacists who practice in health care systems, including hospital, health maintenance organizations, long-term-care facilities, and home care agencies.

SAMPLE NEWS RELEASE
FOR OFFICER INSTALLATION

Mississippi Society of Health-System Pharmacists
PO Box 4826
Jackson, MS 39296-4826

FOR IMMEDIATE RELEASE

CONTACT: Public Relations Chair (Call 601-981-0416)

_____(Name)_____. named
(Award)

_____(Name)_____, was selected as the 20____recipient of the Mississippi Society of Health System

Pharmacists' _____ Award.

This award recognizes _____ (Criteria of Award)

. The award was presented at the Annual Meeting of the Mississippi Society of Health-System

Pharmacists, _____ (Date)_____. at the _____ (Place)_____ in _____ (City)_____.

_____(Name)_____ is currently _____ (Position)_____ for the _____ (Health System)_____ and _____ (Optional)_____.

He/She serves the Mississippi Society of Health-System Pharmacists as _____.

and sits on the Council of _____ of the American Society of Health Systems Pharmacists.

In the community, _____ serves as a member of _____.

and frequently speaks to _____.

_____(Name)_____ earned his/her degrees in pharmacy from _____.

The Mississippi Society of Health-System Pharmacists represents pharmacists throughout the state practicing pharmacy in hospitals, health maintenance organizations, long term care facilities, and home care agencies.

INSTALLATION CEREMONY

Thank you, Mr. Chairman, and good evening ladies and gentleman.

The individuals we are about to install in office work with and for members of the _____ Society of Health-System/Hospital Pharmacists as it carries out its mission in advancing progressive pharmacy practice.

The PRESIDENT is the primary official, the leader of your organization. HE/SHE chairs the Board of Directors and with Board approval appoints the chairs and members of committees. The President is the individual responsible for ensuring successful achievement of the association's goals.

The PRESIDENT-ELECT has a key role in the association's affairs. The Society's outreach functions fall to them during this, their learning year. Additionally, they serve as an identifier of new leadership for assisting the chapter in its continuing member focused activities.

The SECRETARY is responsible for the official records of the Society and for sending notice of meetings to those who should receive them. In performing these important tasks, this individual is a vital link in the communication chain among members of the Board and between the Board and the general membership. And between this Society and ASHP.

The TREASURER is responsible to receive and account for the Association's funds and to disburse these funds as authorized by the Board of Directors. As some others in this room may attest, this job is no small task.

The responsibilities of BOARD MEMBERS are many. They are your official advocates for health-system pharmacy practice. They monitor the expenditure of funds and the completion of the Society's goals and objectives.

Ladies and Gentlemen, it is now my honor to conduct the installation. Will the following individuals please come forward:

	President	
	Treasurer	
	Secretary	
	Board Member	

You have been duly elected to your office in accordance with the Constitution and Bylaws of the Society of Health-System/Hospital Pharmacists. It is my honor to act as its representative and to induct you into office.

Will you raise your right hand and repeat the following oath.

"I accept the office to which I have been elected/
and promise to carry out my duties/
fully and faithfully to the best of my ability/
and to abide by and support/
the Constitution and Bylaws/
of the _____ Society of Health-System/Hospital Pharmacists."

By virtue of the authority granted to me, I declare the officers and board members duly installed. And, on behalf of the American Society of Health-System/Hospital Pharmacists, as well as myself, I wish you a year of growth and success in achieving your goals.

EXPENSE GUIDELINES

ATTENDANCE GUIDELINES

1. The following officers of the Society are required to attend every official function of the Society: President, President-Elect, Secretary, Treasurer and Regional Vice Presidents. (unless normal circumstances will not permit and also excluding normal committee meetings)
2. The Chair of the Education Committee and the ACPE Provider are requested to attend every educational meeting that the Chair has planned. Regional vice-presidents should attend their own area educational meetings. If circumstances do not permit attendance, the President should be contacted in order to arrange another board member to attend.

EXPENSE REIMBURSEMENT

1. Registration Fees:

Registration fee for MSHP educational meetings is waived for elected and incumbent Board members, the ACPE provider, Industry Relations Chair, Past Educational Affairs Council Chair and the Chair of the Educational Affairs Council, provided that ACPE credit is not requested. If ACPE is requested, the above listed Members should pay 50% of program registration fee. If industry support does not cover meal cost, then meals should be paid for if ACPE is not requested in both of the above cases.

Registration fee for MSHP educational meetings is offered at 50% off the registration price if ACPE is not requested for all Committee and Council Chairs appointed in accordance with the Constitution, as well as Educational Affairs Council members. If ACPE is requested, the above listed members should pay 100% of program tuition. The Committee and Council Chairs should pay meal expenses if ACPE is not requested and if industry support does not cover meal costs.

Registration to required meetings for the elected MSHP delegates to required ASHP meetings will be reimbursed in full by MSHP.

2. Travel Expenses:

Travel expenses for official meetings (both Board meetings and educational meetings) shall be reimbursed to elected and incumbent Board members, Association Manager, ACPE provider, Industry Relations Chair, Past Education Chair and Chair of the Program Committee for out-of-town meetings. The MSHP delegate to ASHP will be reimbursed for travel to required meetings. Committee and Council Chairs Travel expenses to MSHP Board meetings will be reimbursed. MSHP's travel reimbursement will be equal to the current IRS rate for travel greater than 60 miles roundtrip for Board Members and guest speakers.

Lodging Expense: Lodging/Meals (\$40/day max on meals) shall be reimbursed for any REQUIRED out-of-town stay. If meals are provided by the meeting, meal reimbursement will not be provided. Full reimbursement will be provided when funding is available, and \$75.00 per day minimum is guaranteed.

APPROVED MEETINGS AND ATTENDEES

Expenses for the following meetings shall be reimbursed in full by the Society for the successive representatives based upon the availability of funds:

1. Regional Delegates Conference: 3 delegates from MSHP (Senior Delegate, President, and President Elect)
2. ASHP Annual Meeting: 3 delegates from MSHP (Senior Delegate, President, and President Elect)
3. ASHP Regional Presidents' Retreat: President-Elect
4. ASHP Midyear meeting: 2 delegates from MSHP (President and Immediate Past President)
5. MPhA Annual Meeting: 1 Board Member

Unbudgeted expenses for any additional meeting must be approved by vote of the Board of Directors.

STUDENT REIMBURSEMENT

1. MSHP will provide complimentary room and travel reimbursement to the MSHP Annual Meeting when the following requirements are met:
 - Attendance of 2 CE session each day of the meeting
 - Assistance with meeting events (registration, silent auction, etc.)
2. Student Travel to ASHP Mid-year Meeting
 - Total cost for air transportation, if applicable, will be reimbursed excluding any fees for over-weight or excess baggage.
 - Ground transportation to and from the airport only will be covered with a maximum of \$50 one way. Transportation between all hotels, meeting space, and after-meeting events is provided by ASHP and will not be reimbursed*. *Exception: transportation to the clinical skills competition on Saturday of Mid-year will be reimbursed.
 - If a personal vehicle is used for transportation, mileage will be reimbursed at a rate of \$0.585 per mile. Any fees for parking will also be covered.
 - Total cost for lodging will be reimbursed; however, discretion should be exercised when hotel selection is made.
 - A maximum of \$40 per day will be allowed for meals.
 - Only those costs represented by a receipt will be reimbursed and should be accompanied by the current MSHP Reimbursement Form.

All reimbursement requests should be submitted with 45 days of meeting attendance.

3. Student Sponsorship at MSHP Annual Meeting
MSHP will sponsor students that are selected by the student chapter (up to 20 students, 5 rooms at the meeting will be held) at the annual meeting provided the following expectations are met:
 - Attend at least 2 CE sessions daily
 - Help with registration, silent auction, and other activities per schedule that is developed in conjunction with Education Chair
 - Student Chapter is responsible for one silent auction item per student sponsored
 - A check payable to MSHP for fifty dollars is required from each student sponsored. Upon attending the meeting and fulfilling the above requirements, the check will be returned to the student



Mississippi Society of
 Health-Systems Pharmacists
 PO Box 4826 Jackson, MS 39296-4826
 (800) 296-1114 (601) 607-5068
 Fax (601) 607-5008

Expense Report

Name _____ Date Submitted _____

Mail check to: _____ City/State _____ ZIP _____

Please check appropriate category

Travel Expense Total \$ ____ . ____

Destination _____ Dates of travel _____ - _____

Lodging (including taxes) _____

Transportation Automobile (0.55/mile) _____ Airline _____

Local (cab, shuttle, etc) _____ Other (specify) _____

Meals _____

Other (specify) _____

Office Expense Total \$ ____ . ____

Photocopies
 Location _____
 Cost per copy _____ Copies _____

Printer supplies
 Paper _____ Ink _____
 Other (specify) _____

Envelopes _____

Postage Stamps
 Reason for use _____
 Number of stamps (0.42 ea.) _____

Other (Give detailed explanation of item(s) to be reimbursed) Total \$ ____ . ____

Total Reimbursement Due \$ ____ . ____

MSHP GRANT PROGRAM

On an annual basis, an amount not less than \$500 but not greater than \$5,000, shall be designated as Board restricted assets for potential distribution in the form of grants to MSHP members. Grant requests should be submitted to the Treasurer of MSHP.

Factors which will be considered in determining whether grant requests will be funded include, but are not limited to, how each proposal:

- promotes the profession of pharmacy
- promotes patient care
- supports MSHP's mission
- relates to targets in MSHP's current goals/objectives

Grant request to fund projects/research will be given higher priority than requests for travel support to meetings for research/projects. Travel support to MSHP/ASHP will be given higher priority than other organization's meetings.

Examples of appropriate grant requests include, but are not limited to:

- Funding to develop, print and provide drug information packets for health fairs
- Funding to sponsor Poison Prevention Week activity
- Funding to support a medication safety initiative

The process for submission and evaluation of grant requests shall be communicated to members in the following manner:

- An announcement of the program and grant application shall be included in the Fall issue of the newsletter
- An announcement of the program and grant application shall be posted on the MSHP Web Site
- Membership correspondence will be mailed/e-mailed with attached announcement of the program and grant application

All grant requests must be submitted on the MSHP grant request form (attached):

- Members of the MSHP Board of Directors may be contacted for assistance in preparing the grant request form.
- Proposals will only be accepted for future activities. No retroactive funding will be provided.
- The intent of the grant program is to fund unique activities, not to provide support for on-going programs or MSHP committee charges.
- Submission of a proposal to MSHP indicates acceptance of the terms identified in the grant guidelines.
- The maximum amount per grant will be \$2500.
- An individual may not receive more than one grant per year.
- Budget requests need to be specific in how funds will be spent and for what meeting support is requested.
- Completed proposals shall be mailed, faxed, or e-mailed to:
Mississippi Society of Health-System Pharmacists
Attention: Treasurer
PO Box 4826
Jackson, MS 39296-4826

Following acceptance of the audited financial statements, the Treasurer shall determine if funds are available from excess revenues over expenses (after budgeted contributions to reserves have been deducted). The Committee on Finance shall review the proposals and forward recommendations to the Board of Directors for action at the January Board Meeting:

- Depending on the number of requests and funding available, the Treasurer may recommend partial funding for specific requests.
- The Board of Directors may elect not to fund submitted grant requests.
- All grant applicants shall be notified of the Board's decision within 4 weeks via a letter from the Treasurer. Acceptance letters will include a copy of the attached "Grant Follow-Up Report." This report should be completed and returned to the MSHP Treasurer no later than 6 months following receipt of funding. The report should describe outcomes that resulted from MSHP's financial support. The report should also include specific information on how the money was spent.
- All grant recipients are expected to participate in the Poster Presentation Session at the MSHP Annual meeting. If they are unable to attend, a poster should still be provided for display.
- Grant winners may be asked to speak at the annual meeting. There will be no honorarium awarded. Complementary membership for two years will be provided instead.
- Checks will be made payable to the individual submitting the proposal. A form 1099 will be filed with the Internal Revenue Service for grant amounts exceeding \$600.
- Funds provided by MSHP for grants are restricted and can only be utilized for the approved designated activity.
- If only partial funding is utilized, the remaining funds are to be returned to MSHP.
- Any major changes in how money is spent should be approved by the MSHP Finance Committee.
- If policies are not followed, the recipient may be expected to return funds.

Annually at the January board meeting, the MSHP Treasurer will provide a status report on all activities funded during the previous fiscal year as part of his/her report to the Board of Directors.

**MISSISSIPPI SOCIETY OF HEALTH SYSTEM PHARMACISTS
GRANT REQUEST FORM**

Name/Organization Requesting Grant: _____

Amount of Grant Request: \$_____

(Attach a copy of proposed grant budget, Please be specific)

Reason for Grant Request:

CRITERIA

Briefly describe how the proposed project will achieve any or all of the following:

Promote the Profession of Pharmacy:

Promote Patient Care:

Support the mission of MSHP:

Which target of MHSP's goals/objectives does this request support?

Expected Timeline of Project:

Additional Information:

Requested by: _____ Date Requested: _____

Address / Phone: _____

Note: Grant recipients are required to provide a written report to the Committee on Finance on outcomes achieved as a result of this grant no later than six (6) months following receipt of grant. The report should also include specific information on how the money was spent.

**Submit this form to:
Treasurer, c/o MSHP, PO Box 4826, Jackson, MS 39296-4826**

Completed form must be received BEFORE August 31st of each year.

MSHP Meeting Registration Refund Policy

Meeting registrants will be given a full refund of their registration fees if MSHP is notified in writing prior to the Early Bird Meeting Registration Deadline.

Meeting registrants will be given a full refund of their registration fees minus a \$50 handling fee if MSHP is notified in writing after the Early Bird Meeting Registration Deadline but before 1 week prior to the meeting Date.

Meeting registrants will be not be given a refund if notified after 1 week prior to the meeting date.

Technician PTCB Certification Discount Policy

Technicians will be mailed a congratulatory letter after passing the PTCB exam for the first time. The letter will offer a half price discount on MSHP membership for 1 year. If the technician passes the PTCB after November, the discount will be applied to the following year.

Board of Directors Replacement Policy

The Board of Directors shall fill all vacancies in the list of Officers which may occur by incapacitation or resignation. If the President is unable to perform the duties of the office, the President-Elect shall immediately ascend into the Presidency. If both the President and President-Elect become unable to perform the duties of their offices, the Board of Directors shall appoint, from its membership, a President to serve for the balance of the unexpired term, and shall conduct a special election to fill the vacancy of President-Elect. If the Secretary, Treasurer, or Regional Vice President becomes unable to perform the duties of the office, the Board of Directors is empowered to fill such a vacancy until the next annual election when nominations will be made according to the provisions of these Bylaws.

MSHP Board of Directors

